



**HOWARD COUNTY, MARYLAND
OFFICE OF PURCHASING**
6751 Columbia Gateway Drive, Suite 501
Columbia, Maryland 21046
(410) 313-6370
www.howardcountymd.gov/purchasing

ADDENDUM NO. 1

January 20, 2012

**Request For Proposals 07-2012
Custodial Services**

Opening Date: February 1, 2012, Time: 11:00 a.m.

This addendum is hereby made a part of this Request For Proposal No. 07-2012. Please note the following changes and attachments as a result of the Pre-Proposal Conference on January 18, 2012, and submit the response accordingly.

Changes

1. Page 11, Document D, Specifications:

Paragraph 2, Facilities, the six Groups listed in 2.4, 2.5, 2.6, 2.7, 2.8, and 2.9 have changed. Attached is the new list as Exhibit IV, pages 5 through 12 of this Addendum. There are now eight Groups.

2. Page 19, Document D, Specifications:

Paragraph 11, Agreement Period is changed to state that the Agreement period will be for one year with five additional one-year renewals, exercisable at the sole discretion of the County.

3. Page 25, Document E, Submission Requirements:

Paragraph 7.3, now states: "The Assessment shall provide names of chemicals and list tools or equipment which would be utilized in the cleaning of each individual property, as well as a statement of their ability to provide Bio-Hazard cleanup."

4. Pages 37, 38, 39 and 40, Equal Business Opportunity Goal:

This requirement has been removed from this solicitation as subcontracting will not be permitted.

5. Exhibit V., Facility Information:

A brief narrative for each facility is attached to this Addendum, pages 13 through 25.

6. Page 25, Document E, Submission Requirements:

Paragraphs 7, Assessment—Only one (1) Assessment is required with each submission. As all facilities are offices and similar in nature, the requirement of providing an Assessment for each Group is waived and only one (1) Assessment is required.

7. Page 25, Document E, Submission Requirements:

Paragraph 7.6 is changed to allow up to three (3) pages for the Assessment.

8. Page 25, Document E, Submission Requirements:

Paragraph 8.1 is changed to allow up to three (3) pages for the Approach.

9. Pages 30, 31, and 32, Document F, Price Proposal Cover Page:

New Price Proposal Cover Pages that cover eight Groups instead of six are attached as pages 26 through 29. Please email dgeorge@howardcountymd.gov to request an Excel spreadsheet of the Price Proposal Cover Pages.

Responses to Questions

10. Do we have to bid on every building in each Group to be considered for award?

While it is desirable that a Contractor bid on every building in each Group, it is not mandatory.

11. Are there special certifications necessary to clean the Health buildings?

No, the Contractor will not be required to handle sharps or red-bag waste.

12. What is the address of the Child Advocacy Center?

Refer to Exhibit IV., page 54, this address will only be released to the awarded Contractor.

13. Does outdoor cleaning include powerwashing or windows?

No. The Contractor shall only perform the duties as stated in Paragraph 3.5 on page 13.

14. How will the County approve the number of hours to be worked daily as stated in Paragraph 3.13 on page 15?

The County will work with the awarded Contractor to establish a Level of Clean and may adjust the hours as necessary to achieve the Level of Clean required.

15. Can you explain the EBO goal?

The EBO goal has been removed.

16. How many days a year will the Contractor actually be working?

Approximately 246 days per year. This varies per facility and whether or not the offices remain open on holidays. The County observes the following holidays: New Year's Day, Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Holiday (2 days), and Winter Break (3-5 days).

17. Can we get more information about the facilities?

A brief narrative has been provided with the hours of operation for each facility.

18. What about holiday and overtime pay?

The County will not pay a different rate for holidays or overtime.

19. What is required for the Background Check and/or Investigation?

Copies of the Sheriff's Office Background Check (titled Application for Security Clearance) and the Howard County Police Department's Background Investigation (titled Background Investigation/Security Clearance) are attached to this Addendum.

20. Are you asking for a price per group or price per facility?

Specifically, we are asking for one hourly rate that will be applied to all facilities in a specified Group.

21. Will you allow franchises to submit a proposal?

Yes.

22. How can a company establish that they have been in business five years?

Contractors must certify that they have been in operation a minimum of five years in Document F, Contractor's Qualification Information, page 33, question 2, by stating the years of operation. References will also provide verification of years of operation. However, the County reserves the right to undertake additional measures to verify years of operation if such measures are determined to be necessary at the sole discretion of the County.

23. Does every cleaner on staff have to have five years of experience?

No.

24. Is a Custodial Supervisor required on site at a small facility if only one Custodial Worker is required to do the job?

Yes. A Custodial Supervisor is required at all times. The County will accept a one-person job be done by a Custodial Supervisor instead of a Custodial Worker.

25. Was the Walkthrough mandatory?

Attendance at the Walkthrough Site Visits was not mandatory.

26. What if a company proposes a bid less than the Wage Requirement?

The County cannot direct a Contractor on how to submit their proposal.

27. How long should the Assessment be?

The length of the Assessment is determined by the Contractor and the details it chooses to provide. However, its length cannot exceed three (3) pages.

28. How can I offer specialty pricing (Document D, Paragraph 3.16) without knowing what may be asked?

Specialty pricing will be requested by the County on an as-needed basis. Upon receipt of a request for services, the Contractor will have an opportunity to submit a quote for the performance of the work. Specialty pricing cannot be submitted with the proposal.

Please acknowledge addenda by signing below and returning with the proposal response. Failure to acknowledge this addendum may be cause for rejection of the proposal.

ADDENDUM RECEIVED BY:

Company Name

Signature

Title

DLLG

**EXHIBIT IV.
FACILITIES SUMMARY
SAFETY BUILDINGS- GROUP 1**

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Sq. Ft.	Restrooms					
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other		#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
CAC	Child Advocacy	1		4896	511	0	0	0	0	5407	1	2	3	4	0	0
262	Harp. Ch. Police Sat	1	1	691	70	0	0	0	0	761	0	1	1	1	0	0
185	Long Rea. Police Sat	1	1	543	48	0	0	0	0	591	0	1	1	1	0	0
165	Oak.Mills Police Sat	1	1	264	21	0	0	0	0	285	0	1	1	1	0	0
OWEN	Ow Brn Police Sat.	1	1	164	263	0	0	0	0	427	0	0	1	2	0	0
341	Police Specialty Bldg	1	1	0	2131	0	0	470	0	2601	1	1	2	3	0	2
312	Police Youth Service	1	2	1894	304	0	0	0	0	2198	0	2	2	3	0	0
68	Scaggsville Pub.Saft.	1	1	13760	6477	991	0	3883	0	25111	3	15	22	26	3	5
29	Warfield Bldg	1	2	*	*	*	*	*	*	37023	3	14	22	22	2	5
276	Whiskey B Police Sat	1	1	561	273	0	0	0	0	834	0	1	1	2	0	0
340	Wilde Lake Police Sat	1	1	1883	500	0	0	0	0	2383	0	1	1	1	0	0
Group Total		11		24656	10598	991	0	4353	0	77621	8	39	57	66	5	12

**EXHIBIT IV.
FACILITIES SUMMARY
LARGE OFFICES - GROUP 2**

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Restrooms						
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other	Sq. Ft.	#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
330	Ascend One Bldg.	1	2	To be Verified												
168	Gateway Building	1	5	52763	3624	2651	0	1554	0	60592	4	5	22	28	5	0
171	Oakland Mills M,N,P	1	1	3672	361	230	0	0	0	4263	1	2	5	6	0	0
126	R & P Headquarters	1	2	11788	0	1306	0	97	0	13191	2	3	9	10	5	8
Group Total		4		68223	3985	4187	0	1651	0	78046	7	10	36	44	10	8

**EXHIBIT IV.
FACILITIES SUMMARY
OTHER OFFICES - GROUP 3**

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Restrooms						
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other	Sq. Ft.	#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
3	Carroll/Ligon Bldg.	1	2	20707	1929	1083	0	0	700	24419	4	4	16	16	6	2
226	Dorsey Building	1	1	68878	29037	2610	0	0	949	101473	3	8	37	49	18	1
46	Howard Building	1	4	49214	4570	1431	0	3679	4241	63135	4	4	24	26	6	2
109	Latona House	1	2	2288	646	73	0	0	0	3007	0	2	2	3	0	0
Group Total		4		141087	36182	5197	0	3679	5890	192034	11	18	79	94	30	5

**EXHIBIT IV.
FACILITIES SUMMARY**

SPECIALTY BUILDINGS- GROUP 4

Bldg. No.	Name	# Bldgs.	# Levels	Flooring							Restrooms					
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other	Sq. Ft.	#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
64	Animal Control	1	1	0	2021	0	27	1942	105	4095	1	1	2	2	0	2
279	Central Booking	1	1	501	713	93	0	0	0	1307	0	2	2	3	0	0
1	Circuit Court House	1	4	Under renovation												
67	Detention Center	2	2	3530	0	1186	0	0	471	5187	2	3	7	8	3	0
304	Fox Run Health	1	1	32815	7695.4	958	0	0	0	41468	7	8	26	35	7	0
124	Grassroots Center	1	2	To be verified.												
204	Old Post Office	1	2	1149	36	180	331	0	0	1696	0	4	4	4	0	0
309	Pub.Saf.Trng. Center	1	2	21823	3679	364	0	7442	3159	36467	2	4	11	19	3	1
347	Robinson Nature Ctr	1	3	10852	0	143	675	3801	2531	18002	3	4	14	18	5	2
86	Rockland Arts	2	2	1190	14652	859	5469	0	0	22170	3	3	18	20	10	0
Group Total		12		71860	28796	3782.9	6502	13185	6266	130392	18	29	84	109	28	5

**EXHIBIT IV.
FACILITIES SUMMARY
SHOP OFFICES - GROUP 5**

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Sq. Ft.	Restrooms					
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other		#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
65	Alpha Ridge Landfill	2	2	177	851	0	0	857	0	1885	0	3	4	7	2	2
20	Cooksville Shop	1	1	0	2262	422	0	0	0	2684	1	3	5	7	3	5
16	Dayton Shop	3	1	630	991	0	0	930	0	2551	1	2	4	4	2	2
28	Mayfield Shop	1	1	216	2179	285	0	0	0	2680	1	2	4	5	1	4
315	O'Donnel Building	1	2	0	2354	465	0	304	0	3123	1	2	5	4	2	6
22	Utilities Building #1	1	1	2510	2849	614	0	263	0	6236	1	1	5	5	2	0
191	Utilities Building #2	1	1	1870	6650	1436	0	0	1382	11338	2	2	12	12	5	10
Group Total		10		5403	18136	3222	0	2354	1382	30497	7	15	39	44	17	29

**EXHIBIT IV.
FACILITIES SUMMARY
PARK FACILITIES- GROUP 6**

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Sq. Ft.	Restrooms					
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other		#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
7	Atholton Park	1	1	0	0	0	0	340	0	340	1	1	3	3	1	0
55	B&O RR Museum	1	1	0	0	146	683	18	0	847	1	1	2	2	1	0
66	Cedar Lane Park	1	1	0	4811	366	0	1832	0	7009	3	3	12	11	1	2
52	Cenn. Park,N/S/E/W	4	1	0	121	338	0	669	0	1128	3	3	12	9	3	2
8	Fire Museum	1	1	0	0	0	709	0	0	709	0	1	1	1	0	0
317	High Ridge Park	1	1	0	0	0	0	214	0	214	1	1	3	2	1	0
202	Historical School Hs	1	1	0	0	20	942	0	0	962	0	1	1	1	0	0
142	Kiwanis Park Bldg.	1	1	149	4117	379	0	21	0	4666	1	2	6	5	2	0
14	Martin Road Park	1	1	0	0	0	0	332	0	332	1	1	3	3	1	0
322	Meadowbrook Park	1	1	0	0	0	0	220	0	220	1	1	3	2	1	0
319	MeadowbrookSport	1	1	0	1460	755	0	0	0	2215	2	5	12	11	1	1
300	Pfeiffers Cor. Sch.	1	1	0	42	0	817	0	0	859	0	1	1	1	0	0
42	Rockburn Park	1	1	432	129	0	0	987	0	1548	1	1	6	4	3	0
299	Rockburn Park Main.	1	1	0	1330	370	0	0	0	1700	1	1	2	3	1	2
13	Roger Carter Ctr.	1	2	1788	3681	149	0	2334	1467	9419	2	1	16	11	5	0
11	Savage Park	1	1	0	0	0	0	443	0	443	1	1	6	4	2	0
77	Schooley Mill Park	3	1	274	3621	444	0	471	0	4810	3	3	13	11	5	2
105	Waterloo Park	1	1	0	0	0	0	356	0	356	1	1	3	4	1	0
297	Western Reg. Park	1	1	434	1488	412	0	1597	0	3931	3	5	12	11	1	2
Group Total		24		3077	20800	3379	3151	9834	1467	41708	26	34	117	99	30	11

**EXHIBIT IV.
FACILITIES SUMMARY**

LIBRARY/COMM. CENTER - GROUP 7

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Restrooms						
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other	Sq. Ft.	#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
56	Central Library	1	2	27434	795	1011	0	620	1070	30930	3	4	9	11	2	0
167	East Columbia Lib.	2	1	26108	7605	904	0	0	997	35614	3	4	5	6	1	0
164	Elkridge Library	1	1	To be verified.												
311	N.Laurel Comm. Ctr.	2	1	15532	18390	2985	1595	0	1949	38502	3	14	30	33	4	7
127	Savage Library	1	1	16906	997	1110	0	985	0	19908	1	4	11	15	2	0
Group Total		7		85980	27787	6010	1595	1605	4016	124954	10	26	55	65	9	7

**EXHIBIT IV.
FACILITIES SUMMARY**

LIBRARY/COMM. CENTER - GROUP 8

Bldg. No.	Name	# Bldgs.	# Levels	Flooring						Restrooms						
				Carpet	Vinyl	Ceramic	Wood	Concrete	Other	Sq. Ft.	#Women	#Men	#Toilet	# Sink	#Urinal	#Shower
45	Bain Center	1		6190	6261	0	0	0	3861	16312	2	2	13	13	5	0
268	E.C. Senior Ctr.	1		3690	5060	1564	756	120	0	11190	2	2	8	7	1	1
250	G.Arthur Comm. Ctr.	1	1	6587	4925	12563	1271	3175	17568	46089	2	9	19	17	3	6
249	Glenwood Library	1	1	29361	120	380	0	27	615	30503	1	2	7	7	2	0
344	Miller Lib & Histor.	1	2	To be verified						66350	3	5	18	17	4	0
44	Miller Library	1		Under renovation.												
Group Total		6		45828	16366	14507	2027	3322	22044	170444	10	20	65	61	15	7

Office Narratives – GROUP 1

SAFETY BUILDINGS – GROUP 1

BUILDING NO. 351 Child Advocacy Office – This is a Police operated office located in a leased space of a two story office building. All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. There is no slop sink or janitorial closet in this office space; shared space is available on the 1st floor. Building does contain an elevator, which is not maintained by Howard County. This is a restricted access office, entrance can only be given by on site staff. Building closed on County observed Holidays. Available cleaning hours are between 10:00 am – 2:00 pm. Dumpster is available for trash and recyclables disposal on site.

BUILDING NO. 262 Harpers Choice Police Satellite Office – All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access card will be issued for entry. No Holiday building closure. Cleaning days are Tuesday and Thursday. Cleaning times are at the discretion of the officer in charge. Site is located in a strip shopping center. It contains 3 offices and 1 restroom. No janitorial closet. Shopping center dumpster can be used for waste and recyclables disposal.

BUILDING NO. 185 Long Reach Police Satellite Office – All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access card will be issued for entry. No Holiday building closure. Cleaning days are Tuesday and Thursday. Cleaning times are at the discretion of the officer in charge. Site is located in a strip shopping center. It contains 2 rooms and 1 restroom. No janitorial closet. Shopping center dumpster can be used for waste and recyclables disposal.

BUILDING NO. 165 Oakland Mills Police Satellite Office – All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access card will be issued for entry. No Holiday building closure. Cleaning days are Tuesday and Thursday. Cleaning times are at the discretion of the officer in charge. This is a single wide trailer located adjacent to a shopping center. It contains 3 offices and 1 restroom. No janitorial closet. Shopping center dumpster can be used for waste and recyclables disposal.

BUILDING NO. 346 Owen Brown Police Satellite Office – All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access card will be issued for entry. No Holiday building closure. Cleaning days are Tuesday and Thursday. Cleaning times are at the discretion of the officer in charge. Site is located in a strip shopping center. It contains 3 offices and 1 restroom. No janitorial closet. Shopping center dumpster can be used for waste and recyclables disposal.

BUILDING NO. 341 Police Specialty Building – Located on the same site with Southern Headquarters for Howard County Police Department. All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Building closed on County observed Holidays. Available cleaning times are between 10:00 am – 2:00 pm. Access is granted through the Duty Officer Station in the District Headquarters. No janitorial closet or slop sink is located in this building. This building consists of 5 offices, 2 restrooms and 1 pantry. Dumpster is available for trash and recyclables disposal on site.

BUILDING NO. 312 Police Youth Services – This is a Police operated office located in a leased space of a townhouse type building office park. The office consists of two suites in the building and is on two levels. All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Building closed on County observed Holidays. Available cleaning hours are between 10:00 am – 3:00 pm. This is a restricted access office; entrance can only be given by on site staff. This office has one stairway to access the 2nd floor. There is a janitorial closet and slop sink at this office. Dumpster is available for trash and recyclables disposal on site.

BUILDING NO. 68 Scaggsville Public Safety Building – Southern District Headquarters for Howard County Police Department. Also housed in this building is the Station No. 11 Fire Department which is not a part of this contract. Available cleaning hours are between 7:00 pm – 10:00 pm. Hours could be adjusted by agreement with the Police Department Staff. Cleaning will occur 7 days per week, 365 days per year. All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access is through the front entrance and check in with the duty officer. This site has exterior trash cans that will need to be serviced daily. This building houses the backup 911 Center which while in operation for extended periods would require a Day Porter to be activated. Dumpster is available for trash and recyclables disposal on site.

BUILDING NO. 29 Warfield Building – Northern Headquarters for Howard County Police Department. Available cleaning hours are between 9:00 am – 12:00 pm, and between 5:00pm and 9:00 pm. Cleaning will occur 7 days per week, 365 days per year. Hours can be adjusted by agreement with Police Department Staff. There are restricted areas where cleaning can only be done with Police Department Staff present. This site has exterior trash cans in the parking lot that will need to be serviced daily. All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. There are janitorial closets on both levels of this building. Access is through the front entrance and check in with the duty officer. This building has one elevator and two stairways. Dumpster is available for trash and recyclables disposal on site.

BUILDING NO. 276 Whiskey Bottom Police Satellite Office – All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access card will be issued for entry. No Holiday building closure. Cleaning days are Tuesday and Thursday. Cleaning times are at the discretion of the officer in charge. Site is located in a strip shopping center. It contains 2 rooms, kitchen and 1 restroom. No janitorial closet. No onsite waste or recyclables disposal; these items must be removed and disposed elsewhere.

BUILDING NO. 340 Wilde Lake Police Satellite Office – All workers and supervisors for this site will require an extensive background investigation conducted by the Police Department. Access card will be issued for entry. No Holiday building closure. Cleaning days are Tuesday and Thursday. Cleaning times are at the discretion of the officer in charge. Site is located in a strip shopping center. It contains 3 offices and 1 restroom. No janitorial closet. Shopping center dumpster can be used for waste and recyclables disposal.

Office Narratives – GROUP 2

LARGE OFFICES – GROUP 2

BUILDING NO. 330 Ascend One Building – This is a 2 story office building. It contains 6 stairways and 2 elevators. County operations occupy 75% of the building space, 25 % is leased and cleaned privately. The 1st floor is the temporary Circuit Court and Board of Education Conference Center. The 2nd floor houses the Howard County Human Resources Office, Board of Education Offices and the Department of Technology and Communication Offices. The building contains a cafeteria and lounge which is cleaned privately. Building is closed on County observed Holidays and is closed during the winter furlough. This building requires 2 Day Porters from 10:00 am – 3:00 pm. Evening cleaning hours are between 5:00 pm – 8:00 pm. Access is through the front entrance at the guard station. Keys and access cards will be provided daily and returned daily. Day Porter and cleaning will be provided daily, Monday – Friday. Building contains a loading dock and dumpsters are located at loading dock. Two janitorial closets on 1st floor and one janitorial closet on 2nd floor.

BUILDING NO. 168 Gateway Building – This is a 5 story office building. It contains 2 stairways and 2 elevators. On the 1st floor this contract covers only the lobby, vending area and lounge area. The remainder of the 1st floor is serviced by the Community College. The remainder of the building is occupied by the following county departments: Citizen Services, Human Rights, Housing, Risk Management, Police Department, Fire Department, Environmental Services, Economic Development and Purchasing. Building is closed on County observed Holidays and is closed during the winter furlough. This building requires a Day Porter from 10:00 am – 2:00 pm. Available evening cleaning hours are between 5:00 pm – 10:00 pm. Day Porter and cleaning services are both required Monday – Friday. Access is through the front entrance at the guard station. Keys and access cards will be provided daily and returned daily. Dumpsters are located at the rear of the building. Each floor contains a janitorial closet with slop sink.

BUILDING NO. 171 Oakland Mills, Suites M,N and P – This is leased office space for the Department of Recreation and Parks. It is located in a single level, strip office complex. It consists of offices, conference rooms, kitchenette and restrooms. Cleaning will be 2 days per week on Tuesday and Thursday, these days could be adjusted with the approval of Recreation and Parks Staff. Building is closed on County observed Holidays and is closed during the winter furlough. Available cleaning times are 10:00 am – 3:00 pm. A janitorial and slop sink are available. Dumpsters are available on site.

BUILDING NO. 126 Recreation and Parks Headquarters – This is a 2 story office building. It contains 3 stairways and 1 elevator. This building is occupied by the Department of Recreation and Parks Administration. Building is closed on County observed Holidays and is closed during the winter furlough. Available evening cleaning hours are between 5:00 pm – 10:00 pm. Cleaning services are required Monday – Friday. Access card will be provided. Keys for individual offices will be issued and returned to attendant daily. Dumpsters are located at the rear of the building. Each floor contains a janitorial closet with slop sink.

Office Narratives – GROUP 3

OTHER OFFICES – GROUP 3

BUILDING NO. 3 Carroll/Ligon Building – This is a combined building. Collectively they contain 4 stairways and 2 elevators. The building is occupied by the following County Departments: Office of Law, States Attorney, 911 Operations Center, 911 Administration, and Emergency Operations Center. Building is closed on County observed Holidays and is closed during the winter furlough, with the exception of the 911 Operations Center. The 911 Operations Center is cleaned 7 days per week, between the hours of 9:00 am – 1:00 pm. Access for cleaning the 911 Operations Center is through the Operations Center Staff. The 911 Administration area along with the remainder of the building is cleaned Monday – Friday between the available hours of 5:00 pm – 11:00 pm. Access to this building is through the George Howard Building Security Guard Station. Access card and keys will be issued and returned daily. Dumpsters are located at the rear of the building. Each floor contains a janitorial closet with slop sink.

BUILDING NO. 46 George Howard Building – This is a 4 story office building. It contains 3 stairways and 2 elevators. The building is occupied by the following County Departments: Mail Services, Fitness Center (Gym), Finance, County Council, Department of Inspections, Licenses and Permits, Planning and Zoning, Department of Public Works, Public Information Office, and County Administration. Building is closed on County observed Holidays and is closed during the winter furlough. This building requires a Day Porter from 9:00 am – 3:00 pm. Available evening cleaning hours are between 5:00 pm – 11:00 pm. Day Porter and cleaning services are both required Monday – Friday. Access is through the front entrance at the guard station. Keys and access cards will be provided daily and returned daily. Dumpsters are located at the rear of the building. Each floor contains a janitorial closet with slop sink.

BUILDING NO. 109 Latona House – This is a residential building which is planned for renovation and will not be active at the start of this contract. The offices will be relocated and will be included in this Group at some time in the future.

BUILDING NO. 226 Thomas Dorsey Building – This is a single level building. The building is occupied by the following County Departments: Several privately leased offices, Clerk of Courts, Sheriff's Department, Records Management, Department of Public Works, Department of Inspections, Licenses and Permits. Building is closed on County observed Holidays and is closed during the winter furlough. Available cleaning hours are between 8:00 am – 6:00 pm, Monday – Friday. Restroom floor mopping will not occur before 4:00 pm. The building contains 3 janitorial closets with slop sinks along with a caged area for other supplies. Dumpsters are located at the rear of the building.

Office Narratives – GROUP 4

SPECIALTY BUILDINGS – GROUP 4

BUILDING NO. 64 Animal Control Facility – This building contains administrative offices for the Animal Control Division. It also contains animal holding facilities which are not a part of this contract. It is a single story building with one janitorial closet containing a slop sink. Building is closed on all County observed Holidays. The building will be cleaned on Monday – Friday between the available hours of 7:00am – 4:00 pm, access will be given by onsite staff. Dumpsters are located at the side of the building.

BUILDING NO. 279 Central Booking Center – This building contains Commissioner Offices for the Office of Corrections. It also contains inmate holding cells which are not a part of this contract. The cleaning consists of office areas and restrooms in the Commissioner area only. The building contains one janitorial closet containing a slop sink. No Holiday building closure. The building will be cleaned on Monday – Friday between the available hours of 6:00am – 7:00 am only, access will be given by onsite staff. Dumpsters are located at the side of the building.

BUILDING NO. 1 Circuit Court – This building is planned for renovation and will not be active at the start of this contract. Expect to be added back within 24 months of the start of this contract.

BUILDING NO. 67 Detention Center – This building contains administrative offices for the Detention Center. It also contains inmate holding cells which are not a part of this contract. The administrative area is at ground level with one janitorial closet containing a slop sink. Building is closed on all County observed Holidays. The building will be cleaned on Monday – Friday between the available hours of 7:00am – 9:30 am only, access will be given by onsite staff. Entrance Lobby must be swept, mopped and dry before 8:00 am daily. Dumpsters are located at the side of the building.

BUILDING NO. 304 Fox Run Health Center – This is a single level leased building. It contains the Howard County Health Department and The Howard County Environmental Health Department. Building is closed on County observed Holidays. Cleaning will occur Monday – Friday between the available hours of 7:00 pm - 6:00 am. Paper and soap products are provided by the Health Department. Cleaning must be provided at the medical level as this building contains health clinics. Access cards and keys will be issued. The building contains 2 janitorial closets with slop sinks. Dumpsters are located at the rear of the building.

BUILDING NO. 124 Grassroots Crisis Center – This is a housing center for the homeless. The building is 2 stories containing mostly residential units which are not cleaned under this contract. This contract covers common areas and administrative offices. No Holiday building closure. Available cleaning hours are between 8:00 am – 6:00 pm, seven days per week. This building contains 1 elevator and 2 stairways, janitorial closet with slop sink on both floors. Dumpsters are located at the rear of the building. Full service commercial kitchen in operation but not covered under this contract. Dining area floor is covered under this contract. Building is 24 hour access, so no need of access card or keys.

BUILDING NO. 204 Office of Tourism – This is a historic two story building. It houses the Office of Tourism and a Congressional office. Building is open on all Holidays with the exception of Thanksgiving Day and Christmas Day. Cleaning will occur Monday – Sunday between the

available hours of 9:00 am - 4:00 pm. Access will be provided by on site staff. The building contains one stairway and one janitorial closet with slop sink. Dumpsters are located at the rear of the building.

BUILDING NO. 309 Public Safety Training Center – This is a two story building which houses the training classrooms for both police and fire fighters. Additionally, it contains administrative offices, fitness center (gym), kitchenette and locker rooms. Also on site are multiple out buildings which will be cleaned daily by an assigned Day Porter between the hours of 9:00 am – 2:00 pm. Building is closed on all County observed Holidays. This building will be cleaned Monday – Friday between the available hours of 5:00 pm – 9:00 pm, access will be provided by onsite staff. This site also requires a monthly specialized cleaning of lead dust from the firearms trailer. Janitorial closets with slop sinks are located on both levels. Dumpsters are located at the side of the building.

BUILDING NO. 86 Rockland Arts – This is a 1950's era, 2 story elementary school with a double wide trailer located at the rear of the building. The building houses the Howard County Arts Council on the upper level which includes a theatre, art display areas and administrative areas. Privately operated artist studios located in this area are not a part of this contract. On the lower level and in the trailers the Howard County Head Start Program is housed. This area contains 6 classrooms, kitchen area and restrooms. Head Start Program administrative offices are located in the trailer. Building is closed on all County observed Holidays. Head Start areas are cleaned Monday – Friday between the available hours of 5:00 pm – 6:00 am. Key access will be provided. The Arts area will be cleaned 7 days per week, between the available hours of 5:00 pm – 6:00 am. Key access will be provided. The building contains 2 janitorial closets with slop sinks, one on each level. Dumpsters are located at the rear of the building.

BUILDING NO. 347 Robinson Nature Center – This building is a natural world learning center containing classrooms, conference rooms, planetarium, administrative offices and multiple room size displays. The building was constructed to a very high level green certification and like other buildings will require green cleaning to the greatest degree possible. This is a 3 level building with one elevator and 2 stairways. Janitorial closets are located on 2 of the 3 floors and both contain slop sinks. Building is closed on all County observed Holidays. The building will be cleaned on Wednesday – Sunday between the available hours of 6:00 pm – 6:00 am. Day Porter service will also be required on Wednesday – Sunday between 10:00 am – 2:00 pm. Access card will be provided. Dumpsters are located at the side of the building.

Office Narratives – GROUP 5

SHOP OFFICES – GROUP 5

BUILDING NO. 65 Alpha Ridge Landfill – This is a 2 story building with employee locker room and lunch room on the 1st floor and administrative offices on the 2nd floor. The building contains one elevator. Cleaning is for administrative, lunch room, locker room areas only; no shop or store room areas are to be cleaned. Building contains one janitorial closet with slop sink. Also included in a separate building is the Scale House Operation. There is no janitorial closet at this location. Building is closed on major Holidays only; it remains open on minor Holidays. The buildings at this location will be cleaned two days per week on Tuesday and Thursday between the available hours of 8:00 am – 4:00 pm. Access will be given by Landfill Staff. Dumpsters are located at the rear of the building.

BUILDING NO. 20 Cooksville Highways and Fleet Shop – This shop has two separate areas to be cleaned: Main Shop Administrative Offices and Double Wide Employees Lounge, Kitchen and Locker Room. Main Shop Building contains a janitorial, closet and slop sink. Cleaning is for administrative, lounge, locker room, kitchen and restroom areas only; no shop or store room areas are to be cleaned. Building is closed on all County observed Holidays. This building will be cleaned two days per week on Tuesday and Thursday between the available hours of 8:00 am – 4:00 pm. Access will be given by Highway or Fleet Staff. Dumpsters are located on site.

BUILDING NO. 16 Dayton Highways and Fleet Shop – This shop has four separate areas to be cleaned: Double Wide Administrative Office Trailer, Shop building lower and upper administrative offices, Supervisors administrative field office and Inspectors Office Trailer. Cleaning is for administrative areas only, no shop or store room areas are to be cleaned. Custodial supplies are to be stored in main shop building. Building is closed on all County observed Holidays. This building at this location will be cleaned two days per week on Tuesday and Thursday between the available hours of 8:00 am – 4:00 pm. Access will be given by Highway or Fleet Staff. Dumpsters are located on site.

BUILDING NO. 28 Mayfield Highways and Fleet Shop – This shop has two separate areas to be cleaned: Main Shop Administrative Offices and Double Wide Employees Lounge, Kitchen and Locker Room. Main Shop Building contains a janitorial closet and slop sink. Cleaning is for administrative, lounge, locker room, kitchen and restroom areas only; no shop or store room areas are to be cleaned. Building is closed on all County observed Holidays. This building will be cleaned two days per week on Tuesday and Thursday between the available hours of 8:00 am – 4:00 pm. Access will be given by Highway or Fleet Staff. Dumpsters are located on site.

BUILDING NO. 315 O'Donnell Building Fleet Shop – This is a two story building with employee locker room and lunch room on the 2nd floor and administrative offices on the 1st floor. The building contains 2 stairways and has a janitorial closet on the 1st floor. Cleaning is for administrative areas, lounge, locker and restroom areas only; no shop or store room areas are to be cleaned. Building contains one janitorial closet with slop sink. Building is closed on all County observed Holidays. This building will be cleaned two days per week on Tuesday and Thursday between the available hours of 8:00 am – 4:00 pm. Access will be given by Fleet Staff. Dumpsters are located at the rear of the building.

BUILDING NO. 22 Utilities Building # 1 – This is a single story building housing the Bureau of Utilities administrative offices. Building is closed on all County observed Holidays. Cleaning is Monday – Friday, between the available hours of 5:00 pm – 6:00 am. Access cards will be provided. Cleaning is for administrative areas only, no shop or store room areas are to be cleaned. Building contains one janitorial closet with slop sink. Dumpsters are located at the rear of the building.

BUILDING NO. 191 Utilities Building # 2 – This is a single story building housing the Bureau of Utilities administrative offices. This building contains administrative offices, conference rooms, locker rooms, showers and restrooms. Building is closed on all County observed Holidays. Cleaning will be Monday - Friday between the available hours of 5:00 pm – 6:00 am. Access cards will be provided. No shop or store room areas are to be cleaned. The building contains a janitorial closet with slop sink. Dumpsters are located at the rear of the building.

Office Narratives – GROUP 6

PARK OFFICES – GROUP 6

BUILDING NO. 7 Athlonton Park – This consists of cleaning a men's and women's restroom. Waste to be disposed on site. Cleaning will be done 7 days a week during the open season. No Holiday building closure. Cleaning times are between the available hours of 7:00 am – 3:00 pm. Park closed December - mid March. Park Staff provides access. Waste disposal on site.

BUILDING NO. 55 B & O Railroad Museum – This is a 2 story historical building operated by the Recreation and Parks Department. Included in the building are administrative offices, exhibit rooms, restrooms and a gift shop. No Holiday building closure. Cleaning will be done 5 days per week, Wednesday – Sunday, between the available hours of 7:00 am – 3:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 66 Cedar Lane Park – The building houses Recreation and Parks Staff along with Child Care Center and other public uses. A janitorial closet with slop sink is located in the building. No Holiday building closure. Cleaning will be performed between the available hours of 7:00 am – 3:00 pm. Access will be provided by on site staff. Dumpsters are located on site.

BUILDING NO. 52 Centennial Park, North/South/East/ West Areas – This Park area consists of cleaning for the following areas: Park Supervisors Office and Restroom, Park Men's and Women's Restrooms @ South Area (these areas remain open year round), North Park Men's and Women's Restrooms (closed December through mid March), East Park Men's and Women's Restrooms (closed December through mid March), West Park Men's and Women's Restrooms (closed December through mid March). All areas require 7 days per week cleaning when open. Cleaning will be performed between the available hours of 7:00 am – 3:00 pm which provides a cleaning for each area once each 24 hour period. No Holiday building closure. Dumpsters are located on site.

BUILDING NO. 8 Fire Museum – This building managed by Recreation and Parks Department. Building consists of one large exhibit room and restroom. Waste to be placed into exterior waste can. No Holiday building closure. Cleaning to be provided 2 days per week, Tuesday and Thursday between the available hours of 7:00 am – 3:00 pm. A key will be provided for access.

BUILDING NO. 317 High Ridge Park – This consists of cleaning a men's and women's restroom. Waste to be disposed on site. Cleaning will be done 7 days a week during the open season. No Holiday building closure. Cleaning times are between the available hours of 7:00 am – 3:00 pm. Park closed December - mid March. Park Staff provides access. Waste disposal on site.

BUILDING NO. 202 Historical Schoolhouse – This building managed by Recreation and Parks Department. Building consists of one large classroom, office and restroom. Waste to be placed into exterior waste can. No Holiday building closure. Cleaning to be provided 2 days per week, Tuesday and Thursday between the available hours of 7:00 am – 3:00 pm. A key will be provided for access.

BUILDING NO. 142 Kiwanis Park Building – This building managed by Recreation and Parks Department. Work consists of cleaning administrative offices, restrooms and activity room. No

Holiday building closure. Cleaning will be done 7 days a week between the available hours of 7:00 am – 3:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 14 Martin Road Park – This consists of cleaning a men's and women's restroom. Waste to be disposed on site. Cleaning will be done 7 days a week during the open season. No Holiday building closure. Cleaning times are between the available hours of 7:00 am – 3:00 pm. Park closed December - mid March. Park Staff provides access. Waste disposal on site.

BUILDING NO. 322 Meadowbrook Park – This consists of cleaning a men's and women's restroom. Waste to be disposed on site. Cleaning will be done 7 days a week during the open season. No Holiday building closure. Cleaning times are between the available hours of 7:00 am – 3:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 319 Meadowbrook Sports Complex – This building managed by Recreation and Parks Department. The building consists of Managers office, lunch area, restrooms, locker rooms, vending/lounge area. The sports floor is not included in this contract. No Holiday building closure. Cleaning will be done 7 days a week between the available hours of 7:00 am – 10:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 300 Pfeiffers Corner Schoolhouse – This building managed by Recreation and Parks Department. Building consists of one large classroom and restroom. Waste to be placed into exterior waste can. No Holiday building closure. Cleaning to be provided 2 days per week, Tuesday and Thursday between the available hours of 7:00 am – 3:00 pm. A key will be provide for access.

BUILDING NO. 42 Rockburn Park – This consists of cleaning a men's and women's restroom. Waste to be disposed on site. No Holiday building closure. Cleaning will be done 7 days a week between the available hours of 7:00 am – 3:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 299 Rockburn Park Maintenance Shop – This consists of cleaning administrative offices, restrooms and kitchenette. Building is closed on all County observed Holidays. Cleaning will be done 2 days per week between the available hours of 7:00 am – 3:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 13 Roger Carter Center – This building managed by Recreation and Parks Department. This is a 3 story building consisting of administrative offices, activity rooms and exercise room. The building has one elevator and 2 stairways. There is 1 janitorial closet with a slop sink located on the 1st floor. Building is closed on County observed Holidays and is closed during the winter furlough. Cleaning will be done 7 days a week between the available hours of 7:00 am – 3:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 11 Savage Park – This consists of cleaning a men's and women's restroom. Waste to be disposed on site. Cleaning will be done 7 days a week during the open season. No Holiday building closure. Cleaning times are between the available hours of 7:00 am – 3:00 pm. Park closed December - mid March. Park Staff provides access. Waste disposal on site.

BUILDING NO. 77 Schooley Mill Park – This Park area consists of cleaning for the following areas: Park exterior restrooms cleaned 7 days a week during the open season. Cleaning will be performed between the available hours of 7:00 am – 3:00 pm (closed from December through mid March), Multipurpose Building (Dance Hall, Meeting Room, Restrooms with janitorial closet with Slop Sink) Open year round. Cleaning will be performed between the available hours of 7:00

am – 3:00 pm, Maintenance Building (Parks Supervisor Offices, Kitchen, Restrooms) Open Year Round. Shop area is not a part of the contract. No Holiday building closure. Cleaning will be performed between the available hours of 7:00 am – 3:00 pm. Dumpsters are located on site. Access will be provided by on site staff.

BUILDING NO. 105 Waterloo Park – This consists of cleaning a men's and women's restroom. Wasted to be disposed on site. Cleaning will be done 7 days a week during the open season. No Holiday building closure. Cleaning times are between the available hours of 7:00 am – 3:00 pm. Park closed December - mid March. Park Staff provides access. Waste disposal on site.

BUILDING NO. 297 Western Regional Park – This Park area consists of cleaning of one park office and a restroom. This location closed December - mid March. No Holiday building closure. Cleaning to be provided 7 days per week between the available hours of 7:00 am – 3:00 pm. Access to be provided by onsite staff. Dumpster on site.

Office Narratives – GROUP 7

LIBRARIES AND COMMUNITY CENTERS – GROUP 7

BUILDING NO. 56 Central Library – This is a 3 story library building with administrative offices, kitchen, staff lounge, restrooms and stacks area. Building has 2 janitorial closets with slop sink located on levels 2 and 3. Building is closed on County observed Holidays. Cleaning is 7 days a week, between the available hours of 9:00 pm – 6:00 am. Access card will be provided. Dumpster is located on site.

BUILDING NO. 167 East Columbia Library – This is a 1 story library building with administrative offices, kitchen, staff lounge, restrooms and stacks area. Also included is a Senior Center with administrative offices and dining area. Located on the site are 2 exterior restrooms which require cleaning along with the library. Building has 1 janitorial closet with slop sink. Building is closed on County observed Holidays. Cleaning is 7 days a week, between the available hours of 9:00 pm – 6:00 am. Access card will be provided. Dumpster is located on site.

BUILDING NO. 164 Elkridge Library – This is a 1 story library building with administrative offices, kitchen, staff lounge, restrooms and stacks area. Also included is a Senior Center with administrative offices and dining area. Building has 1 janitorial closet with slop sink. Building is closed on County observed Holidays. Cleaning is 7 days a week, between the available hours of 9:00 pm – 6:00 am. Access card will be provided. Dumpster is located on site.

BUILDING NO. 311 North Laurel Community Center – This is a 1 story building which houses Recreation and Parks functions to include a fitness center (gym), also included are a Senior Center, Police Satellite Office and Health Department Offices. Also, located on the site are 4 exterior restrooms which require cleaning along with the library. Sports floor located in Gymnasium is not a part of this contract. The building contains a janitorial closet with slop sink. Building is closed on County observed Holidays. Cleaning to be done 7 days per week between the available hours of 10:00 am – 9:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 127 Savage Library – This is a 1 story library building with administrative offices, kitchen, staff lounge, restrooms and stacks area. Building has 1 janitorial closet with slop sink. Building is closed on County observed Holidays. Cleaning is 7 days a week, between the available hours of 9:00 pm – 6:00 am. Access card will be provided. Dumpster is located on site.

Office Narratives – GROUP 8

LIBRARIES AND COMMUNITY CENTERS – GROUP 8

BUILDING NO. 45 Bain Senior Center – This is a 1 story building managed by the Department of Aging. The building houses administrative offices, activity rooms, dance/exercise room, dining rooms, kitchen, and restrooms. Building is closed on County observed Holidays. Cleaning is 6 days a week, Monday – Saturday between the available hours of 5:00 pm – 6:00 am. Access cards will be provided. The building contains a janitorial closet with slop sink. Dumpster is located on site.

BUILDING NO. 268 Ellicott City Senior Center – This is a 1 story building managed by the Department of Aging. The building houses administrative offices, activity rooms, dance/exercise room, dining rooms, kitchen, and restrooms. Building is closed on County observed Holidays. Cleaning is 6 days a week, Monday – Saturday between the available hours of 5:00 pm – 6:00 am. Access cards will be provided. The building contains a janitorial closet with slop sink. Dumpster is located on site.

BUILDING NO. 250 Gary Arthur Community Center – This is a 1 story building which houses Recreation and Parks functions to include a fitness center (gym), also included are a Senior Center, Police Satellite Office. Sports floor located in Gymnasium is not a part of this contract. The building contains a janitorial closet with slop sink. Building is closed on County observed Holidays. Cleaning to be done 7 days per week between the available hours of 10:00 am – 9:00 pm. Park Staff provides access. Waste disposal on site.

BUILDING NO. 249 Glenwood Library – This is a 1 story library building with administrative offices, kitchen, staff lounge, restrooms and stacks area. Building has 1 janitorial closet with slop sink. Building is closed on County observed Holidays. Cleaning is 7 days a week, between the available hours of 9:00 pm – 6:00 am. Access card will be provided. Dumpster is located on site.

BUILDING NO. 344 Miller Library and Historical Center – This is a 2 story library building with administrative offices, kitchen, staff lounge, restrooms and stacks area. Also housed on site is the Historical Society of Howard County. Building has 3 janitorial closets with slop sinks. Building is closed on County observed Holidays. Cleaning is 7 days a week, between the available hours of 9:00 pm – 6:00 am. Day Porter service will be provided 7 days a week, between the hours of 8:00 am – 2:00 pm. Access card will be provided. Dumpster is located on site.

BUILDING NO. 44 Miller Library – This building is closed at this time. Planned renovations will be completed in the near future. Expect building to be added following renovations.

PRICE PROPOSAL COVER PAGE

(Must be submitted separately from the Technical portion of the proposal)

COMPANY NAME: _____

TITLE: Custodial Services

NIGP CODE/PRODUCT CODE: 91039, Janitorial, Custodial Services

SAFETY BUILDINGS - GROUP 1		PRICE: \$ _____ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
CAC	Child Advocacy		
262	Harp. Ch. Police Sat		
185	Long Rea. Police Sat		
165	Oak.Mills Police Sat		
OWEN	Ow Brn Police Sat.		
341	Police Specialty Bldg		
312	Police Youth Service		
68	Scaggsville Pub.Saft.		
29	Warfield Bldg		
276	Whiskey B Police Sat		
340	Wild Lake Police Sat		

LARGE OFFICES - GROUP 2		PRICE: \$ _____ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
330	Ascend One Bldg.		
168	Gateway Building		
171	Oakland Mills M,N,P		
126	R & P Headquarters		

*Please email dgeorge@howardcountymd.gov to request an
Excel spreadsheet of the Price Proposal Cover Pages.*

PRICE PROPOSAL COVER PAGE (continued)

OTHER OFFICES - GROUP 3		PRICE: \$ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
3	Carroll/Ligon Bldg.		
226	Dorsey Building		
46	Howard Building		
109	Latona House		

SPECIALTY BUILDINGS - GROUP 4		PRICE: \$ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
64	Animal Control		
279	Central Booking		
1	Circuit Court House		
67	Detention Center		
304	Fox Run Health		
124	Grassroots Center		
204	Old Post Office		
309	Pub.Saf.Trng. Center		
347	Robinson Nature Ctr		
86	Rockland Arts		

SHOP OFFICE - GROUP 5		PRICE: \$ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
65	Alpha Ridge Landfill		
20	Cooksville Shop		
16	Dayton Shop		
28	Mayfield Shop		
315	O'Donnel Building		
22	Utilities Building #1		
191	Utilities Building #2		

Please email dgeorge@howardcountymd.gov to request an
Excel spreadsheet of the Price Proposal Cover Pages.

PRICE PROPOSAL COVER PAGE (continued)

PARK FACILITIES- GROUP 6		PRICE: \$ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
7	Atholton Park		
55	B&O RR Museum		
66	Cedar Lane Park		
52	Cenn. Park,N/S/E/W		
8	Fire Museum		
317	High Ridge Park		
202	Historical School Hs		
142	Kiwanis Park Bldg.		
14	Martin Road Park		
322	Meadowbrook Park		
319	MeadowbrookSport		
300	Pfeiffers Cor. Sch.		
42	Rockburn Park		
299	Rockburn Park Main.		
13	Roger Carter Ctr.		
11	Savage Park		
77	Schooley Mill Park		
105	Waterloo Park		
297	Western Reg. Park		

LIBRARIES/COMM CENTERS- GROUP 7		PRICE: \$ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
56	Central Library		
167	East Columbia Lib.		
164	Elkridge Library		
311	N.Laurel Comm. Ctr.		
127	Savage Library		

*Please email dgeorge@howardcountymd.gov to request an
Excel spreadsheet of the Price Proposal Cover Pages.*

PRICE PROPOSAL COVER PAGE (continued)

LIBRARIES/COMM CENTERS- GROUP 7		PRICE: \$ per hour	
No.	Building Name	No. Hours Daily	Daily Cleaning Cost (No. Hours Daily x Per Hour Cost)
45	Bain Center		
268	E.C. Senior Ctr.		
250	G.Arthur Comm. Ctr.		
249	Glenwood Library		
344	Miller Lib & Histor.		
44	Miller Library		

* Please note that prices shall only have **TWO DECIMAL PLACES**. The County's financial system will not allow more than two decimal places, adjust responses accordingly.

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

Please email dgeorge@howardcountymd.gov to request an Excel spreadsheet of the Price Proposal Cover Pages.



James F. Fitzgerald
Sheriff

Office of the Sheriff

Howard County, Maryland

Application for Security Clearance

Last Name _____ First Name _____

Middle Name _____ Date of Birth _____

Social Security Number _____

Home Address _____ City _____

State _____ Zip Code _____

Driver's License Number _____ State _____

Office N/A Position to provide the County's Custodial Services

Supervisor's Name Company Name:

OFFICE USE ONLY

Validation Date _____

Access Level _____
Card Assigned _____

☐ I-Leads ☐ District Court Check ☐ Circuit Court Check ☐ NCIC Check

☐ Miles Check Date Check was made _____

CLERK'S NAME _____

HCSO Commissioned Officer _____ ☐ Approved ☐ Disapproved

Date _____



Office of the Sheriff

Howard County, Maryland

James F. Fitzgerald
Sheriff

Authorization to Release Information

I, _____
Last Name First Name Date of Birth

Do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Howard County Sheriff's Office, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and arrest, trial, and/or convictions for alleged or actual violations of law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me.

I also consider this an acknowledgement and permission for the Howard County Sheriff's Office to conduct a background investigation, knowing that I will not be informed of any information or facts developed by that investigation, whether I am accepted or rejected for the position.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Applicant

Witness

Date

Date

HCSO 7009 (11/07)



Howard County Police Department Background Investigation/Security Clearance Questionnaire

Requesting Section/Bureau: _____

Requesting Section/Bureau Supervisor: _____ Phone Ext: _____

Required Documents

Attach a copy of the applicant's photo identification and social security card.

POSITION: Custodian: _____ Contractor: _____ Other: _____

Last: _____ First: _____ Middle: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____ Work Phone: _____ - _____ - _____

Date of Birth: ____/____/____ Age: _____ Social Security Number: _____ - _____ - _____

If you have lived at the above address less than 5 years, list you addresses for the last 5 years

Street: _____

City: _____ State: _____ Zip Code: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Street: _____

City: _____ State: _____ Zip Code: _____

INSTRUCTIONS FOR ANSWERING THE FOLLOWING QUESTIONS

Provide completely truthful answers to all questions in this form. All answers and information you provide will be verified and checked by the Background Investigation Unit. Intentional false statements or intentionally misleading answers result in the termination of employees on grounds of dishonesty. Provide brief written explanations to all questions answered "Yes." List date, nature of charge, charging agency or department, and disposition (Guilty, Not Guilty, etc.).

Note: All questions pertain to Adult and Juvenile incidents

1. Have you ever been arrested or taken into custody by any law enforcement authority or private security authority? ____Yes ____No

If "yes," explain: _____

2. Have you ever received or had any knowledge of any criminal summonses listing you as a defendant in any criminal cases? ____Yes ____No

If "yes," explain: _____

3. Have you ever been convicted of committing any crimes? ____Yes ____No

If "yes," explain: _____

4. Have you ever been placed into a detention center, jail, or prison? ____Yes ____No

If "yes," explain: _____

5. Have you ever received Probation before Judgment (PBJ), or been placed on Probation or Parole? ____Yes ____No

If "yes," explain: _____

6. Have you ever had any criminal charges against you dismissed, dropped, or expunged?

(Note: Applicants for positions that require the carrying of firearms can be asked for information about past criminal activity as to which the court and police reports have been expunged. 71 Op. Atty. Gen. 242 (1986). ____Yes ____No

If "yes," explain: _____

7. Have you ever been questioned by any law enforcement or investigative agency as a suspect in a crime?

_____Yes _____No

If "yes," explain: _____

8. Have you provided completely truthful answers and information to all questions in this form?

_____Yes _____No

I hereby certify that the answers and information I have provided in this form are truthful to the best of my knowledge and belief. In signing below, I do so with the understanding that all statements I have made in this form, if found untruthful, will result in my termination from employment with the Howard County Police Department.

Applicant's Signature: _____ Date: ____/____/____

Applicant's Printed Name: _____

Witnessed By: _____

Witness Signature: _____



HOWARD COUNTY POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Howard County Police Department, whether the said records are of public, private or confidential nature.

The intent of this Authorization is to give my consent for full and complete disclosure of the records as follows: Records of complaint, arrest, trial and/or convictions for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by me or against me, wheresoever located; and to include the records and recollections of attorneys-at-law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had, an interest.

I reiterate and emphasize that the intent of this Authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a Background Investigation which may provide pertinent data for my suitability as a civilian/contractor/volunteer working within the Howard County Government. I understand that any information obtained by a personal history Background Investigation which is developed directly or indirectly, in whole or in part, upon this Release of Authorization, will be considered in determining my suitability as a civilian/contractor/volunteer employee.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this Release Form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Print Name: _____ Signature: _____ Date: _____

Address, City, State, ZIP: _____

Date of Birth: _____ SSN #: _____

Witness (Print Name & Signature): _____ / _____

Rev. 01/2009